

# Parent/Student Handbook



**2023-2024**

# Table of Contents

		Emergency Release Health Information	13
<b>Introduction</b>	<b>3</b>	Student Fees	13
District 102 Schools	4	Withdrawals and Refunds	13
D102 Board of Education & District Office			
Personnel	5	<b>Attendance</b>	<b>14</b>
District Calendar	6	Regular Attendance/Truancy	14
District 102 Vision, Mission, Portrait of a		Procedure for Reporting Student Absence	14
Graduate, Learning Vision into Action	7	Extended Travel	14
<b>Social Emotional Learning</b>	<b>8</b>	Excusing Children from Recess or P.E. Class	14
SEL	8	P.E. Footwear and Clothing Requirements	15
Trauma-Informed Practices	8	School Hours	15
COVID-19 Pandemic and SEL	8	Pritchett and Tripp Elementary Schools	15
Respect for Our Community	8	Meridian School	15
My Name, My Identity	8	Meridian Early Childhood	15
<b>Parent/Community Information</b>	<b>9</b>	Aptakisic Jr High School	15
Celebrations During the School Day	9	Arrival to School	15
Pritchett, Tripp and Meridian School Recess	9	Pritchett and Tripp Elementary Schools	15
Phone Usage	9	Meridian School	15
Student Fundraising Activities	9	Aptakisic Jr High School	15
Use of Student Images	9	Late Start Schedule	15
Volunteers	10	Dismissal from School	15
PTO	10	Picking up a Student Before Dismissal Time	16
<b>District 102 Communications</b>	<b>11</b>	Buffalo Grove Park District Clubhouse	16
Emergency Notifications	11	<b>Learning and Growth</b>	<b>17</b>
Website	11	Parents Right to Know:	
D102uesday	11	Qualifications of Educator	17
Tuesday Backpacks (Elementary Schools)	11	Access to Interpreter Services	17
Email	11	Student Records	17
Social Media	11	Parent Teacher Conferences	17
Board of Education Meetings	11	Report Cards	17
Change of Address/Telephone Number	11	Homework	17
<b>Enrollment Requirements</b>	<b>12</b>	Homework Guidelines and Beliefs	18
Requirements for Admission	12	Parents/Guardians as Partners in	
Residency Requirements	12	Homework	18
Homeless Students	12	School Libraries: All Schools	18
Physical Examinations and Immunizations	12	Summer School	19
Interscholastic Sports (Physicals)	12	Student Services	19
Dental Examinations	12	Section 504 Services	19
Vision Examinations	13	Emergent Bilingual Support	20
		Field Trips	20
		5th, 7th & 8th Grade Day/Overnight Trips	20

Graduation Policy: AJHS	20	Teen Dating Violence	31
AJHS Co-Curricular Activities	20	Sex Offenders	31
Eligibility Requirements	20	Visitors	32
National Junior Honor Society: AJHS	21		
<b>Behavior and Discipline</b>	<b>22</b>	<b>Health and Wellness Services</b>	<b>33</b>
Behavioral Expectations	22	Wellness Components	33
Fostering Inclusive D102 Communities	22	Illness	33
Bullying	22	Medication Policy	34
Classroom Behavior	23	Allergy Guidelines	34
Playground Behavior	23	Hearing & Vision Screening	35
Lunchroom Behavior Expectations	23	Use of Stock Epinephrine in School	35
Cheating/Plagiarism	23	Crisis Response	35
Falsely Activating an Alarm	23	National Suicide Prevention Contact Information	36
Tardy to Class	23		
Displays of Affection	24	<b>Lunch Program</b>	<b>36</b>
Gum	24	Lunch Procedures	36
Standards for Student Dress	24	Free or Reduced Lunch	37
Discipline Philosophy	25		
Consequences	25	<b>Transportation</b>	<b>37</b>
<b>Technology &amp; Technology Devices</b>	<b>26</b>	Bus Transportation	37
Electronic Devices	26	Kindergarten Buses	38
Personal Technology Initiative	26	Bus Conduct Guidelines	38
Cellular Devices	26	Late Buses	38
Guidelines for Acceptable Use of District Computer System(s) by Students	27	Bicycle Riders	38
		Walkers	38
<b>District and Personal Property</b>	<b>29</b>	Skateboards, Roller Blades, Roller Skates	39
Damage to District Property	29	D102 Pickup and Drop off Maps	39
Student Valuables	29		
Lost and Found	29		
Hallway Lockers	29		
Gym Lockers: AJHS	29		
Search	29		
<b>Safe and Secure Schools</b>	<b>30</b>		
Emergency Closing Information	30		
Emergencies During the School Day	30		
Safety Drills	30		
Bullying	30		
Threats to Others	31		
Gangs and Gang-Related Activities	31		
Harassment	31		
Sex Equity	31		
Sexual Harassment	31		

## Introduction

*Welcome to D102! We are so glad you are part of our community!*

This handbook contains important information for District 102 families. We expect our students and parents/guardians to become familiar with its contents. Some information is relevant to the entire district, while other information is relevant to the student's school. Our school closing procedures, as well as telephone numbers for each of our schools and the District Office are included.

For more information regarding District 102 policies and student rights, you can read the complete District 102 Board of Education policy manual by visiting our website ([www.d102.org](http://www.d102.org)). State and federal laws require that school districts notify parents/guardians and students about these policies. Please note that revisions to Board of Education policies and procedures and information within this handbook can and may be amended at any time throughout the school year.

If you have any questions about the information within this handbook or on our website, please contact the principal of your child's school or call the District Office at 847/353-5660.



*Every Day, Every Student*

will *engage* in meaningful learning opportunities

within a safe, caring *community*

and leave school feeling *included*, connected, and valued,

*looking forward to tomorrow.*



## District 102 Schools

### **Pritchett Elementary School (K-3)**

200 Horatio Blvd.  
Buffalo Grove, IL 60089  
847/353-5700: Main Line  
847/353-5703: Student Absence Line  
847/215-3259: Fax  
Office Hours: 8:00am – 4:00pm

Dr. Matt Moreland, Principal

[mmoreland@d102.org](mailto:mmoreland@d102.org)

Julie Cummings, Assistant Principal

[jcumings@d102.org](mailto:jcumings@d102.org)

Christine Straszewski, Nurse

[cstraszewski@d102.org](mailto:cstraszewski@d102.org)

Irma Barraza, Secretary

[ibarraza@d102.org](mailto:ibarraza@d102.org)

### **Tripp Elementary School (K-3)**

850 Highland Grove Drive  
Buffalo Grove, IL 60089  
847/955-3600: Main Line  
847/955-3603: Student Absence Line  
847/215-3268: Fax  
Office Hours: 8:00am – 4:00pm

Tina Schenk, Principal

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Beth Berger, Secretary

[bberger@d102.org](mailto:bberger@d102.org)

Laurie Gitzinger, Secretary

[lgitzinger@d102.org](mailto:lgitzinger@d102.org)

### **Meridian School (EC & 4-5)**

2195 Brandywyn  
Buffalo Grove, IL 60089  
847/955-3500: Main Line  
847/955-3503: Student Absence Line  
847/634-4229: Fax  
Office Hours: 7:15am – 3:15pm

Greg Michels, Principal

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Nicole Milewski, Assistant Principal

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Jessica Feld, Early Childhood Coordinator

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Dale Furnish, Nurse

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Jan Timmer, Secretary

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Kristin Bloniarczyk, EC Secretary

[kbloniarczyk@d102.org](mailto:kbloniarczyk@d102.org)

### **Aptakisic Junior High School (6-8)**

1231 Weiland Rd.  
Buffalo Grove, IL 60089  
847/353-5500: Main Line  
847/353-5503: Student Absence Line  
847/353-5505: Fax  
Office Hours: 7:00am – 3:30pm

Dana Tamez, Principal

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Alejandra Estrada, Secretary

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Marla Slovin, Secretary

[mslovin@d102.org](mailto:mslovin@d102.org)

## D102 Board of Education & District Office Personnel

### **District Office**

1351 Abbott Court  
Buffalo Grove, IL 60089  
847/353-5650: Main Line  
847/634-5334: Fax  
[www.d102.org](http://www.d102.org)

### **Board of Education**

Jordan Sklansky, President  
[jsklansky@d102.org](mailto:jsklansky@d102.org)  
Pelleg Graupe, Vice President  
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### **Superintendent, 847/353-5660**

Dr. Lori Wilcox, Superintendent  
[lwilcox@d102.org](mailto:lwilcox@d102.org)  
Patti Gross, Administrative Assistant  
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### **Human Relations, 847/353-5670**

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Leah Waser, Human Relations Coordinator  
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Amy Stewart, Administrative Assistant  
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### **Public Relations, 847-353-5678**

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### **Learning and Growth, 847/353-5665**

Betsy Sostak, Asst. Superintendent for  
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Alex Torrisi, District Coordinator, Instruction &  
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Traci Castro, Administrative Assistant  
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### **Technology Services, 847/353-5690**

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Marie Aranas, Administrative Assistant  
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### **Business Services, 847/353-5680**

Stacey Bachar, Asst. Superintendent/CSBO  
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Julie Lichtman, Fiscal Services Coordinator  
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Michelle Yarc, Accounts Receivable  
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[dkoto@d102.org](mailto:dkoto@d102.org)  
Kim Zgonena - Payroll Specialist  
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### **Facilities**

Evan Tiberi, Director of Facilities  
[etiberi@d102.org](mailto:etiberi@d102.org)

# District Calendar

To view the District and School calendars, visit <https://www.d102.org/events>.

Tentative DRAFT BOE Approved Calendar

## D102 2023-2024

August 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
TI	22V	23	24	25
28	29	30	31	

21 - NO SCHOOL - Teacher Institute Day  
 22 - Half Day of School for Grades 1-8 and Drop-in Day for EC-K from 9:30-11:30A  
 23 - Full Day of School - All Grades - EC, K-8

February 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14ED	15	16
19	20	21	22	23
26	27	28ED	29	

14 - Early Dismissal  
 19 - NO SCHOOL - Presidents' Day - ALL OFFICES CLOSED (May Be Used as an Emergency Day)  
 28 - Early Dismissal  
 29 - Trimester 2 Ends

September 2023				
M	T	W	TH	F
				1
X	5	6	7	8
11	12	13ED	14	15
18	19	20	21	22
25	26	27ED	28	29

4 - NO SCHOOL - Labor Day - ALL OFFICES CLOSED  
 13 - Early Dismissal  
 25 - NO SCHOOL - ALL OFFICES CLOSED  
 27 - Early Dismissal

March 2024				
M	T	W	TH	F
				1
X	5	6	7	8
11	12	13ED	14	15
18	19	20	21V	P/T
25	26	27	28	29

4 - NO SCHOOL Casimir Pulaski Day - ALL OFFICES CLOSED (May Be Used as an Emergency Day)  
 13 - Early Dismissal  
 21 - Half Day of School - Parent/Teacher Conferences  
 22 - Parent/Teacher Conferences  
 25 - Spring Break Begins

October 2023				
M	T	W	TH	F
2	3	4	5	6
X	10	11ED	12	13
16	17	18	19	20
23	24	25ED	26	27
30	31			

9 - NO SCHOOL - Indigenous Peoples' Day - ALL OFFICES CLOSED  
 11 - Early Dismissal (EC PM Only)  
 25 - Early Dismissal

April 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10ED	11	12
15	16	17	18	19
22	23	24ED	25	TI
29	30			

1 - School Resumes  
 10 - Early Dismissal  
 24 - Early Dismissal  
 26 - NO SCHOOL - Teacher Institute Day

November 2023				
M	T	W	TH	F
		1	2	3
6	7	8ED	9	10
13	14	15	16	17
P/T	P/T	22	23	24
27	28	29	30	

8 - Early Dismissal  
 10 - Veterans' Day - SCHOOLS OPEN  
 20 & 21 - NO SCHOOL - Parent/Teacher Conferences  
 22 - NO SCHOOL - District Office Open  
 23 & 24 - NO SCHOOL - Thanksgiving - ALL OFFICES CLOSED

May 2024				
M	T	W	TH	F
		1	2	3
6	7	8ED	9	10
13	14	15	16	17
20	21	22ED	23	24V
27	28	29	30	31

8 - Early Dismissal  
 22 - Early Dismissal  
 24 - Half Day of School  
 27 - NO SCHOOL - Memorial Day - ALL OFFICES CLOSED

December 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13ED	14	15
18	19	20	21	22
25	26	27	28	29

13 - Early Dismissal  
 22 - Winter Break Begins  
 25 - NO SCHOOL - ALL OFFICES CLOSED

June 2024				
M	T	W	TH	F
3	4	(5)	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5 - Last Full Day of School  
 6 - 12 - Emergency Days, if needed  
 19 - Juneteenth - NO SCHOOL - ALL OFFICES CLOSED

January 2024				
M	T	W	TH	F
1	2	3	4	5
TI	9	10ED	11	12
14	16	17	18	19
22	23	24ED	25	26
29	30	31		

8 - NO SCHOOL - Teacher Institute Day  
 9 - School Resumes  
 10 - Early Dismissal  
 15 - NO SCHOOL - MLK Day - ALL OFFICES CLOSED  
 24 - Early Dismissal

July 2024				
M	T	W	TH	F
1	2	3	X	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

4 - Independence Day - ALL OFFICES CLOSED

School	Regular Day	Early Dismissal	Half Day
AJHS 6-8	7:50 - 2:50	7:50 - 1:20	7:50 - 11:00
Meridian 4-5	8:00 - 2:30	8:00 - 1:00	8:00 - 11:00
Early Childhood AM	8:30 - 11:00	8:30 - 11:00	NO ATTENDANCE
Early Childhood PM	12:30 - 3:00	12:30 - 3:00	NO ATTENDANCE
Tripp K-3	9:00 - 3:30	9:00 - 2:00	9:00 - Noon
AM Kindergarten	9:00 - 11:45	9:00 - 11:50	9:00 - Noon
Pritchett K-3	9:00 - 3:30	9:00 - 2:00	9:00 - Noon
AM Kindergarten	9:00 - 11:45	9:00 - 11:50	9:00 - Noon

KEY	
—	Not in Attendance
ED	Early Dismissal
TI	Teacher Institute
X	Legal Holiday
V	Half-Day In-service
P/T	Parent/Teacher Conferences

## District 102 Vision, Mission, Portrait of a Graduate, Learning Vision into Action

### District 102 Vision

Every day, every student will engage in meaningful learning opportunities within a safe, caring community and leave school feeling included, connected, and valued, looking forward to tomorrow.

### Mission Statement

To reach every student, every day, helping each one to thrive academically, linguistically, socially, and emotionally

### Portrait of a Graduate

The Portrait of a D102 Graduate represents our vision for every student and inspires us to create the conditions in which each student can grow and

thrive, developing core competencies and sustainable life skills.

### Future Planning

Every five years, D102 staff, administration, Board members, community members, and students gather to look forward. We identify challenges and opportunities and define broad goal areas to guide our district in the future. Our most recent planning process took place during the 2021-2022 school year and resulted in the broad goal areas of engagement, inclusion, and community as for our students and community as a whole.

View details about our [Learning Vision into Action](#) here.



**D102 Portrait of a D102 Graduate**

**Skilled Communicator & Collaborator**

- Speaks and writes for authentic purposes
- Communicates in multiple formats
- Listens actively to understand
- Designs communication for target audiences

**Effective Problem Solver & Decision Maker**

- Exhibits curiosity
- Evaluates ideas based on evidence
- Considers multiple points of view
- Seeks new solutions

**Ethical & Open-minded Global Citizen**

- Embraces unique perspectives of others
- Disagrees respectfully
- Exhibits integrity, honesty, empathy, fairness, and respect
- Demonstrates personal, civic, social, and global responsibility

**Determined & Empowered Individual**

- Accepts feedback and grows from it
- Works persistently to reach goals
- Embraces change with confidence
- Seeks balance in life

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# Social Emotional Learning

## **SEL**

Social Emotional Learning (SEL) is the process by which children and adults develop the skills to recognize and manage emotions, establish and maintain positive and empathic relationships, solve problems, set and achieve goals, and make responsible decisions.

District 102's Social Emotional Learning approach is based on the belief that SEL is a critical part of the way students interact and grow in all settings and that it is essential to provide children with equitable, supportive, and welcoming learning environments so that they may achieve academic, social, emotional, and behavioral success. All students, parents, faculty, and administration incorporate a school-wide approach to integrate Social Emotional Learning into the natural, day-to-day experiences at District 102.

## **Trauma-Informed Practices**

Students learn best when they are in a classroom that fosters psychological safety. D102 recognizes that some students may come to school having gone through adverse childhood experiences. D102 staff receive professional learning opportunities around best practices for supporting students going through trauma. Parents/guardians should contact their child's teacher or social worker if they are concerned or feel that their child needs support with a traumatic event.

## **COVID-19 Pandemic and SEL**

D102 acknowledges that the COVID-19 pandemic has had a social-emotional impact on students. As always, parents/guardians who have concerns regarding the social/emotional well-being of their child should contact their child's school.

## **Respect for Our Community**

D102 embraces its unique diversity and believes that each member of our community adds richness to our district. We work together to create inclusive, equitable environments in which all can thrive and learn from one another. We expect each member of the community to treat others with respect, dignity and care. Our students are held to these expectations through our behavior and bullying policies outlined in this handbook, along with general school and classroom expectations.

## **My Name, My Identity**

District 102 acknowledges that students' names are connected with their identities and may be representative of their cultural/linguistic backgrounds, gender identification, as well as family and/or personal preferences. D102 staff will do their best to call students by their preferred name at school. Legal names will be maintained in required systems within the district and for state reporting purposes. If there is a desire to change a student's name within allowable systems at school (such as shared virtual spaces), this decision will be made in conjunction with a parent/guardian, student, and a member of the administration.

## Parent/Community Information

### **Celebrations During the School Day**

Birthdays and holiday celebrations are an important part of the elementary school experience.

Classrooms frequently celebrate and honor student and teacher birthdays; however, birthdays do not need to be celebrated with the sharing of an edible treat. Edible birthday treats will NOT be permitted. Parents/guardians, please follow this practice, as we do not want to create a disappointing situation for a child who brings edible treats and is told he/she cannot distribute them. Classroom teachers will have their own individual policies about other non-food items or activities for the birthday child. Rather than bringing food/edible treats, the birthday child can donate a book to the classroom, bring stickers, or perhaps pencils or erasers, etc. Additionally, birthday invitations may not be distributed at school. At the elementary buildings, the main office will continue to celebrate birthdays with student recognition as part of the morning announcements. We know that students will feel very celebrated on their special day!

### **Pritchett, Tripp & Meridian School Recess**

Elementary students have 30 minutes of daily recess. Children MUST be dressed appropriately for the weather, including mittens, hats, and boots in winter. Students must wear snow pants and boots if they wish to play in the snow. It is assumed that any child attending school is well enough to participate in all activities, including recess. If a student is unable to take part for health reasons, a written note from the parent/guardian is needed. Should it be necessary to be excused for longer than three (3) days, a doctor's note is required.

Indoor recess will be held in classrooms when there is inclement weather, when the wind chill is 10 degrees or below, or under conditions so determined by the school administration. Children may bring coloring books or appropriate games or activities to use during this time.

### **Phone Usage**

Occasionally it may be necessary for students to call home for some important reason. Student cell phones must be powered off and out of sight during

the school day. Students may call home from the phone in the front foyer (AJHS), main office, or classroom with adult permission.

Parents/guardians may call the school office to leave a message for a student regarding urgent matters. Phones/ smart watches should not be used for communication during the school day, other than in emergency situations.

### **Student Fundraising Activities**

In accordance with Board Policy 7:325; only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities:

- School-sponsored student organizations supervised by a school staff member
- Parent organizations and booster clubs that are recognized pursuant to Board policy

Fundraising efforts shall not conflict with instructional activities or programs. All fundraising efforts must be voluntary. Door-to-door solicitations are prohibited.

All fundraising efforts must support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students in general.

### **Use of Student Images**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the district. With your permission as indicated on the Student Registration Form, the school and/or district may use these images in various district-approved publications, including but not limited to: the yearbook, school newspaper, newsletters, and class, school or the district website. You may revoke this permission at any time by notifying the district in writing.

## **Volunteers**

District 102 has a very active volunteer program. Volunteers from the community help teachers and support children in nearly every classroom. For safety reasons, all volunteers must be cleared through the National Sex Offender Public Website and the Murderer and Violent Offender Against Youth database. All volunteers are required to check in at the building office, present a government issued ID, and pick up a name badge before proceeding to work in the school. Volunteers are expected to maintain the confidentiality of students and teachers.

## **PTO**

District 102 has a PTO (Parent Teacher Organization), which works to foster close relations between home and school. The PTO is run by volunteers and welcomes all parents/guardians to attend meetings and participate in its activities. Information and membership forms are sent to all families. Additional information is available at: <http://www.d102.org/pto.html>.

Our top-rated school district is successful due to the high rate of parent involvement. Our parents are committed to an active, responsible partnership among home, school, and community. Please take the time to learn more about the many ways you can contribute your time in support of our schools.

Every year the PTO provides for their members an online student directory which contains such information as a student's name, grade, home address, parent/guardian names, phone numbers, and email addresses. Parents/guardians have the right to opt out of having this information designated as directory information and disclosed as such. This can be done in InfoSnap during the registration process.

Most volunteer opportunities require an hour or two of your time. Descriptions of PTO volunteer opportunities can be found at [tinyurl.com/d102PTOforms](http://tinyurl.com/d102PTOforms).

Parents interested in volunteering to help at PTO events can complete the volunteer interest form by clicking on the link below.

[District 102 PTO Volunteer Interest Form](#)

Families without email or access to the Internet can pick up the form at their child's school office. Please complete and return to the office in an envelope marked PTO Volunteer Sign-Up Form.

# District 102 Communications

Communicating effectively means sending and receiving the right information, the right way, at the right time.

## **Emergency Notifications**

In the event severe weather or an unforeseen emergency requires delaying the start of school or canceling altogether, we will send an automated phone message, text message (where applicable) and email message to all families and employees with information about the situation. To receive these alerts, your phone numbers and email addresses must be up to date in our system. Contact your child's school to make changes.

## **Website**

District 102's website ([www.d102.org](http://www.d102.org)) is designed to communicate timely and pertinent information to students, parents/guardians, and the general community. It is also a primary source of late breaking news so please take advantage of this vital communication tool. Please review Board Policy 7:310 Publications for additional information.

## **D102uesday**

District 102 publishes a weekly email newsletter called "D102uesday." These newsletters share current and upcoming events, celebrations, and include links to online flyers from the PTO, schools, various community groups, etc.

## **Tuesday Backpacks (Elementary Schools)**

Tuesday is an important "backpack" day at our Elementary Schools. While infrequent, paper flyers will be distributed on Tuesdays. Teachers may send home materials on other days so please check your child's backpack regularly.

## **Email**

We encourage parents to use email as a primary means of communication. You can find staff members' email addresses in the Staff Directory on the district website.

## **Social Media**

Facebook - [District102](#)

- PTO: [District 102 PTO](#)

Instagram - [aptakisictrippd102](#)

Twitter - Follow us:

- District: [@AptakisicTripp](#)
- We use the following hashtags: [#d102learns](#) and [#D102brightfuture](#)

## **Board of Education Meetings**

The District 102 Board of Education normally meets on the second and fourth Monday of each month. Board meetings begin at 7:00 p.m. and are held in the District Office Boardroom, 1351 Abbott Court in Buffalo Grove. (Enter through the north entrance.) Board meetings are open to the public. The only meetings not open to the public are closed sessions, where topics such as personnel matters are discussed. An agenda is posted on the district's website a few days before the meeting. You may also pick up a copy of the agenda at the meeting. Attending a Board meeting is a great way to learn how the district operates. Please call the Superintendent's Office at 847-353-5660 for further information.

## **Change of Address/Telephone Number**

To ensure that District 102 can communicate pertinent information, our student information must be kept current. Please inform the school office of any changes to a student's home address, telephone number, or any contact information, especially emergency contacts.

## Enrollment Requirements

For information on School Admission Requirements, please refer to Board Policies 7:10, 7:30, 7:40, 7:50, and 7:60.

### **Requirements for Admission**

Your child must be five (5) years of age on or before September 1 of the school year to enter kindergarten. Children who enter 1st grade must be six (6) years of age on or before September 1 of the school year.

If you are enrolling your child for the first time, you must provide a certified copy of your child's birth certificate within 30 days of enrollment.

### **Residency Requirements**

Before your child can enroll in any District 102 school, you must verify that you live within a residence within District 102 boundaries. Falsifying residency in the State of Illinois is a Class C misdemeanor punishable by up to 30 days in jail and a \$1,500 fine. Please refer to the D102 website for specific information on residency requirements.

### **Homeless Students**

Any homeless child shall be immediately admitted to school, even if the parents/guardians are unable to produce records normally required for enrollment. Scheduling into classes will not be delayed due to a student's homeless status.

### **Physical Examinations and Immunizations**

(Also see the [D102 Health Services Website](#).)

The State of Illinois requires all children entering pre-kindergarten, kindergarten or 1st grade (whichever is the child's first year in school), and 6th grade to have a physical examination and required immunizations verified by a licensed physician. This examination must be given within the last 12 months. Please take the Illinois Certificate of Child Health Exam form to your physician for completion at the time of your child's health exam. Forms should be returned to your school health office as soon as they are completed.

All new students entering an Illinois school for the first time in ANY grade must show proof of a physical examination and immunizations.

For additional information on physical examinations and immunization requirements, please refer to Board Policy 7:100.

### **Interscholastic Sports (Physicals)**

If your 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student(s) will be participating in an extracurricular sport, a student sports physical form and parent participation permit are required prior to participation in a tryout. Please look on our [AJHS website](#) under *Aptakistic Sports & Activities*, then *Sports Forms* for specific rules.

### **Dental Examinations**

All children in kindergarten, 2nd, and 6th grade are required to have an oral health examination. Each child must present proof of examination by a licensed dentist prior to May 15 of the school year. If a child in kindergarten, 2nd, or 6th grade fails to present proof by May 15, the school may hold the child's report card until the child presents one of the following:

- A Proof of School Dental Examination Form
- A Dental Examination Waiver Form
- An exemption based on religious grounds
- Proof that a dental examination will take place within 60 days after May 15

Please take the State of Illinois Dental Examination Form to your dentist for completion and return to your school health office.

### **Vision Examinations**

All children entering kindergarten or an Illinois school for the first time require an eye exam. This

exam must be completed by a licensed eye care professional.

Please take the State of Illinois Eye Examination Form to your eye doctor for completion and return to your school health office.

### **Emergency Release Health Information**

Emergency treatment health information is collected each year during registration and used by the school nurse if necessary.

### **Student Fees**

All fees must be paid in full by August 1st. For students registering after the start of the school year, fees must be paid at the time of registration.

District 102 will waive or reduce fees for students who qualify for free or reduced lunch. 23-24 fees are listed under Business Services at [www.d102.org](http://www.d102.org).

### **Withdrawals and Refunds**

If your child transfers from District 102 to another district during the school year, your child must turn in all books and district owned technology equipment to the classroom teacher. You will need to sign a Consent for Release of Student Information form so that your child's records can be sent to the new school. Refunds for some student fees are determined at the time of the student's withdrawal and are prorated accordingly.

## Attendance

### **Regular Attendance/Truancy**

The Compulsory School Attendance Law states that whoever has custody or control of any children between the ages of 7 and 17 years must send the child to school on a regular basis. Student learning, Illinois School Designation, as well as financial state aid is based on attendance so daily attendance is extremely important.

Student attendance reports will be generated every report card period notifying parents if their child has missed 10% or more of the given trimester. A student who is absent from school for 10% (excused and unexcused) or more of the previous 180 regular attendance days is considered chronically absent and may be referred to the Lake County Regional Office of Education Attendance and Truancy Office.

*Excused* absences are defined as any absence related to illness, bereavement, religious events, or a family emergency. Although the district recognizes that parents have the right to remove their child from school for specific unique occasions, the district does not endorse removal from school for events and situations other than the ones defined as *excused*.

### **Procedure for Reporting Student Absence**

1. Parents/guardians are required to call the absence line to report an absence no later than 15 minutes before the school day begins.
  - a. Pritchett: 847/353-5703
  - b. Tripp: 847/955-3603
  - c. Meridian: 847/955-3503
  - d. AJHS: 847/353-5503
2. Please leave the following information:
  - Student name
  - Teacher name
  - Reason and length of absence (if known)

We are mandated to contact a parent in all cases of absence if a parent does not contact the school. We will call the primary phone number provided by a parent at registration. This is the same phone number for all alert notifications. If there is no answer, we will leave a voice message or attempt

calls to other parent numbers/emails provided to school. It is imperative that contact numbers are accurate and kept up to date.

### **Extended Travel**

D102 acknowledges the importance that travel has for many students with family members in other areas of the world. D102 also understands that prolonged absences from school may impact a child's educational journey. We encourage family trips to be scheduled when school is not in session, if at all possible. The State of Illinois and the U.S. Department of Education also recognize the impact of prolonged absences for students, defining chronic absenteeism as more than 15 days of absences. D102's procedures surrounding extended absences take both of these perspectives into consideration. Parents/guardians are asked to notify the school office when an extended absence is going to occur. The school will provide a letter with detailed information pertaining to extended absences. Students absent for extended travel for more than 15 days are unenrolled from the district. District technology is not allowed outside of the United States and must be turned into the school office prior to departure if a child will be absent for more than five school days.

### **Excusing Children from Recess or P.E. Class**

All students are expected to participate in recess and/or Physical Education classes. If a student is unable to take part for health reasons, a written note from the parent/guardian is needed. Should it be necessary to be excused for longer than three (3) days, a doctor's note is required. Students who do not participate in Physical Education classes will not be allowed to participate in after-school physical activities. At the Jr High, students in a.m./p.m. P.E. classes may be excused during their sport season depending on days and times of practice.

### **P.E. Footwear and Clothing Requirements**

All students are required to have appropriate gym shoes for class. Gym shoes should be marked with the student's name. For safety reasons, children without gym shoes will not be allowed to participate

in Physical Education. Kindergarten students may wear their gym shoes to school on gym day.

Students at Aptakisic Jr High are required to wear their gym uniform during gym class.

### **School Hours**

#### Pritchett and Tripp Elementary Schools

*Half Day AM Kindergarten*

Regular School Days, 9:00-11:45 a.m.

Early Dismissal Days, 9:00-11:45 a.m.

Half Days, 9:00 a.m.-12:00 p.m.

*Kindergarten Enrichment & Grades 1-3*

Regular School Days, 9:00 a.m.-3:30 p.m.

Early Dismissal Days, 9:00 a.m.-2:00 p.m.

Half Days, 9:00 a.m.-12:00 p.m.

#### Meridian School

*Grades 4-5*

Regular School Days, 8:00 a.m.-2:30 p.m.

Early Dismissal Days, 8:00 a.m.-1:00 p.m.

Half Days, 8:00-11:00 a.m.

*Early Childhood*

Regular School Days, Monday- Thursday

8:30-11:00 a.m. (AM)

12:30-3:00 p.m. (PM)

Half Days- AM/PM EC not in attendance

Wednesday Early Dismissals - Regular School Day

#### Aptakisic Jr High School

*Grades 6-8*

Regular School Days, 7:50 a.m.-2:50 p.m.

Early Dismissal Days, 7:50 a.m.- 1:20 p.m.

Half Days, 7:50 -11:00 a.m.

### **Arrival to School**

#### Pritchett and Tripp Elementary Schools

Students should:

- Arrive at school no earlier than 8:50 a.m when morning supervision begins
- Line up to enter the building between 8:50-8:55 a.m.

- Proceed to their homerooms
- During inclement weather, enter the building and proceed to assigned areas

#### Meridian School

Students should:

- Arrive at school no earlier than 7:45 a.m.
- Enter the building and go directly to their locker
- Put away their coats and take materials for their morning classes
- Proceed to their homerooms
- Be in their classrooms and ready to begin class at 8:00 a.m.

#### Aptakisic Jr High School

Students:

- Should not arrive before 7:25 a.m. except for morning athletic practices or scheduled review sessions with staff
- May go to their lockers upon arrival at school
- May use the restroom or see a teacher for extra help
- Should put their coats away and organize books for morning classes
- Students should proceed to their classes at 7:45 a.m. and be in their first period class when the bell rings at 7:50 a.m.

### **Late Start Schedule**

In the event of inclement weather, D102 may utilize a late start schedule. Late start information would be communicated by email and phone.

### **Dismissal from School**

Please refer to the dismissal times noted previously for each school. No student will be allowed to leave school early unless first signed out in the office.

### **Safety During Dismissal**

We are concerned about children's safety at dismissal time. PLEASE observe the following safety rules:

- Passing a bus in a parking lot is illegal and subject to ticketing
- All street "No Parking" signs must be observed
- No cars in the bus loading zones - BUSES only!!
- DO NOT walk between the buses

- Motorists please note - it is illegal in Illinois to use a cell phone in a school zone

### **Picking up a Student Before Dismissal Time**

Report to the school office. A secretary will page your child's classroom and he/she will be asked to meet you in the office. You will be asked to sign out your child. Only parents may pick up their students, unless others are indicated on the emergency portion of the registration form or a note has been sent to school indicating the name of the person picking up the child. We will ask to see your driver's license or other form of identification to ensure the safety of your child.

### **Buffalo Grove Park District Clubhouse**

The Buffalo Grove Park District offers a before school and after school daycare program for Pritchett, Tripp and Meridian School students. The sign-up begins in the spring and is done by lottery. For more information, visit <https://www.bgparks.org/> or contact Amanda Busch with the Buffalo Grove Park District at 847/850-2134.

# Learning and Growth

## **Parents Right to Know: Qualifications of Educator**

Parents/guardians have the right to request information regarding the professional qualifications of any teacher that is instructing their child.

Parents/guardians may request information regarding the following:

- Whether or not the teacher has met state certification requirements
- Whether or not the teacher is teaching under emergency or provisional status
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees
- Whether their child is provided services by teacher aides/paraprofessionals and, if so, their qualifications

Parents/guardians are encouraged to contact their building principal if they have any questions regarding the information listed above and will receive a response to the request for information within seven (7) calendar days.

## **Access to Interpreter Services**

Interpreter services are provided to parents/guardians who are deaf or do not typically communicate using spoken English in order to participate in multidisciplinary conferences, Section 504 meetings, and IEP meetings as well as due process hearings or mediation. In order to receive interpreter services, please contact your child's school principal or the director of student services.

## **Student Records**

The Family Education Rights and Privacy Act of 1974 and Illinois School Records Act of 1975 give parents/guardians the right to inspect, copy, and

challenge student records. The school principal is the records custodian. Questions pertaining to student records should be addressed to the principal. Requests will be honored within legal guidelines.

In accordance with the 23 Illinois Administrative Code, 375.40 (Student Records Act), please be advised that each summer, Aptakisic-Tripp CCSD 102 will destroy temporary files that are more than five years old. Parents/guardians have the right to request a copy of such records prior to their destruction. Requests must be received prior to the month of May of the year of destruction. Parents/guardians may also request a copy when the pupil graduates, transfers, or withdraws from school.

## **Parent Teacher Conferences**

Individual Parent Teacher Conferences are scheduled twice each school year. These conferences are arranged to provide an opportunity for parents/guardians and teachers to discuss the child's progress. Conferences between parents/guardians and teachers may be arranged at any time by either party.

## **Report Cards**

Report Cards will be available online at the end of each trimester via PowerSchool. Parents/guardians are encouraged to take the initiative to contact their child's school whenever they have a question concerning their child's performance. AJHS parents/guardians can access teacher/student feedback on PowerSchool throughout the school year.

## Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement and strengthening the partnership between home and school.

Homework should provide meaningful practice and exploration to enrich school learning experiences and advance the competencies in the D102 Portrait of a Graduate.

### *Homework Guidelines and Beliefs*

#### EARLY CHILDHOOD - GRADE 1

Learning at home for young students should spark curiosity and joy. Developmentally appropriate homework consists of a combination of the following:

1. Reading/storytelling
2. Journaling/drawing
3. Using imagination for creative, screen-free play
4. Playing math games (e.g., dice, board, card)
5. Building, constructing, designing
6. Conversing and reflecting on the school day
7. Playing outdoors

#### GRADES 2-3

All of the above are developmentally appropriate, but students may also receive homework that is aligned to the practice or extension of specific skills being taught in the classroom.

#### GRADES 4-8

1. Homework encourages independent thought, self-direction, persistence, and self-reflection.
2. Reading independently or with family members remains essential in the upper grades.
3. Homework assists in introducing, reinforcing, applying, and/or extending concepts and skills.
4. While homework will not directly impact a grade, it is important practice and beneficial to student learning.

5. Homework can be modified and adapted to meet individual needs.
6. Homework assigned across a team or grade level within the same subject area should be similar but does not need to be identical.
7. Homework is not assigned for disciplinary purposes.

The amount of time spent on daily homework should support a student's growth academically, socially, and emotionally. Here are the guidelines including reading:

- a. EC-1 up to 30 minutes
- b. Grades 2-3 up to 45 minutes
- c. Grades 4-5 up to 60 minutes
- d. Grades 6-8 up to 90 minutes including all subjects

### *Parents/Guardians as Partners in Homework*

1. Be involved and ask questions about what your child is learning. Use the language you and your child are most comfortable with.
2. Provide an appropriate space for your child to effectively engage in at-home learning.
3. Support your child and the school by encouraging self-advocacy when your child encounters challenges.
4. If your child needs more, less, or different and needs your support, contact the teacher. Teachers will reply in a timely manner.
5. If a student cannot complete homework due to a family obligation, cultural celebration, religious observance, etc., let the teacher(s) know and the school will work with you on a reasonable accommodation.
6. If parents/guardians have a homework concern after working with their child's teacher they are asked to follow the chain of command: 1) Assistant Principal or Principal 2) Assistant Superintendent for Equitable and Inclusive Engagement 3) Superintendent 4) Board of Education at a regularly scheduled meeting

### **School Libraries: All Schools**

The mission of the D102 library program is to

provide a dynamic library environment that responds to the personal and curricular needs of the learning community. The library program will empower individuals to become informed decision makers, users of information technologies, and enthusiastic readers. Every day, the library will provide access to a balanced collection that enhances independent learning styles so that each student will leave school having been challenged, feeling successful, and looking forward to tomorrow.

In recognition of our community's diversity, District 102 school libraries have a professional responsibility to be inclusive rather than exclusive in the collection of materials they provide for individual selection and recreational reading, and to recognize the right of free speech guaranteed to all members of our pluralistic society. It is our belief that, "Children have the right to freedom of inquiry and access to information: (and that) responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child" (*Information Power: Building Partnerships for Learning*. Chicago: American Library Association, 1998).

Students must have a wide variety of resources available to them, not only so they may exercise their freedom of thought, but also because such access is necessary for them to: develop critical thinking skills; become effective decision makers; and learn to make independent judgments through the examination and evaluation of relevant information, evidence, facts and differing viewpoints.

The school library staff welcomes each student and looks forward to assisting students so they have a successful educational experience. The school library serves each student by providing a wide range of reading material for individual interest and a resource center for classroom instruction.

Students are expected to return materials on time. Students/ guardians may be responsible for the replacement cost of any lost/ severely damaged materials.

## **Summer School**

The D102 Summer School Program includes VOICES (Valuing Oracy through Inquiry and Creative Expression) and ESY (Extended School Year). Selection for these programs is based on individual need, academic growth, linguistic proficiency, and/or retention of skills. There is no cost to families who receive an invitation to these programs.

The **VOICES Summer Program** is designed for learners who would benefit from additional language support during the summer. The students will receive instruction in the areas of reading, writing, listening, and speaking, with an emphasis on oracy and inquiry.

The **ESY Summer School Program** is for children with an Individualized Education Program (IEP). Teachers work with students on IEP goals and objectives.

## **Student Services**

District 102 provides a variety of support services and special education programs. Services include speech language therapy, occupational therapy, social work and psychological services, academic support, and enrichment.

## **Section 504 Services**

Students who do not qualify for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child 1) has a physical or mental impairment that substantially limits one or more major life activities, 2) has a record of physical or mental impairment, or 3) is regarded as having a physical or mental impairment. All children with disabilities have the right to a free and appropriate public education.

If you have concerns about your child and believe that he/she has a disability that may require Section 504 Plan accommodations or special education services, please contact your child's school administrator to begin the referral process.

**Inquiries regarding Section 504 may be directed to:**  
Dr. Michael Scaletta, Section 504 Coordinator/  
Director of Student Services, 1351 Abbott Court,  
Buffalo Grove, IL 60089, 847/353-5675,  
mscaletta@d102.org.

Additional services are offered as needed. Please contact Student Services at 847/353-5675 for more information.

### **Emergent Bilingual Support**

D102 offers Emergent Bilingual (English language support) services through Transitional Programs of Instruction (TPI) as well as Transitional Bilingual Education (TBE) to students who qualify. D102 values multilingualism as a tremendous asset for students. Programs are designed to facilitate English language acquisition while encouraging maintenance of students' heritage languages. Please contact the Division of Learning and Growth at 847-353-5665 for more information or visit the English Learners tab on the D102 website.

### **Field Trips**

Field trips are taken to enhance and enrich learning. A fee may be attached to the trip to pay for admission and transportation. Although there are occasional exceptions, fees for field trips are paid for at registration. If a family cannot afford the fee, please call the building principal to arrange for a scholarship.

Field trips are an extension of the school day and all school rules apply. Students are responsible for contacting their teachers to determine if any assignments were missed and to request assistance for their completion (as needed).

### **5<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Day/Overnight Trips**

The below activities require an additional fee. If there is a financial hardship, please contact your child's principal or trip sponsor.

Grade 5 Outdoor Education - Camp Duncan:  
Fifth grade students have the opportunity to participate in Camp Duncan in Volo, Illinois. Students will spend the day participating in various

outdoor activities that connect students with nature while focusing on teamwork.

Grade 7 Springfield: Seventh grade students have the opportunity to participate in the Springfield trip. Students will stay one evening overnight as they tour historic Springfield, Illinois. Highlights include Lincoln's Tomb, Old and New Capitol, as well as the Lincoln Library.

Grade 8 Washington, D.C.: Eighth grade students have the opportunity to participate in a Washington, D.C. trip. Highlights of this four-day/three-night trip may include the Capitol, war memorials, the Smithsonian, and Arlington Cemetery. There will be an informational meeting at the very beginning of the school year.

### **Graduation Policy: AJHS**

Eighth grade students are awarded the privilege of a graduation dance and commencement ceremony. A student may be prohibited from participation in the dance and/or commencement ceremony if a student has failing grades or the students' educational team has disciplinary concerns. Parents of students in jeopardy of losing graduation privileges will receive notification at the end of the second trimester or any period thereafter. Final determination regarding a student's graduation status will be made during the second or third week of May.

### **AJHS Co-Curricular Activities**

The junior high offers a wide variety of co-curricular programs. Students may choose from academic clubs, service clubs, athletics (interscholastic), music, art or drama. Please click on the following link to see the [Co-Curricular Guide for AJHS](#). Please note, students may walk home, take the 4:00 p.m. or 5:00 p.m. bus home Monday-Thursday, or be picked up by a parent no later than 5:00 p.m. On game days, students should contact parents prior to the game ending to be picked up. On Fridays, there is only a 4:00 p.m. bus.

Students are not allowed to take a taxi, Uber, or Lyft home.

## **Eligibility Requirements**

It is our hope that all students in D102 develop the disposition of seeking balance in life. To this end, if a student's participation in extracurricular activities impedes or inhibits their ability to maintain academic and behavioral standards, their participation in said activity would be limited until such time as they return to a satisfactory level of performance. Satisfactory performance must be maintained, in all learning subjects, inclusive of Physical Education and subjects categorized as specials. Classrooms that are using standard based grades of MAN (Meets, Approaching, and Not Yet), CSR (Consistently, Sometimes, Rarely) will need to have a discussion with the student, parent, and coach if a student is not meeting academic/behavior grade level expectations.

Students who do not meet academic and behavior expectations will be held out of practice/games/performances for a one-week period (eligibility is determined every Friday).

## **National Junior Honor Society: AJHS**

Students need to complete three different service activities and three different leadership activities prior to applying to the National Junior Honor Society. These service activities are offered through PTO, D102 schools and through neighborhood/community organizations.

Students in 7th and 8th grade must submit an online application in early April that indicates how they have met the criteria of leadership, character, scholarship, citizenship, and service. Three examples of leadership and three examples of service are needed and require signatures from the supervising adults. The faculty will review the list of students who have submitted an application for NJHS membership.

Examples of leadership include school sports, outside sports, school clubs, Student Council, Aptakasic Business Club, school play, outside plays, Jazz Band, Solo and Ensemble, etc. Examples of service include volunteering at various D102 events, etc. Students can also count service done outside of school at religious and community functions, etc. However, students cannot submit babysitting,

donating clothes or donating money. Signature forms to document service and leadership are available in the AJHS office or on the AJHS website.

Students who have either an in-school or out-of-school suspension, more than three detentions, or refuse to take achievement tests as required by state and federal law may not be accepted for membership. Individuals caught cheating (based on severity), may not be eligible for membership. Staff members will keep sponsors informed of student infractions.

## Behavior and Discipline

### **Behavioral Expectations**

District 102 schools strive to maintain a healthy, safe, and nurturing atmosphere for all learners. To provide such a positive learning environment, it is necessary to establish a common standard of behavior. Students are expected to meet this expectation during regular school hours, at school-sponsored activities, and when accessing the Internet anywhere on school premises. Board Policy 7:190 addresses Student Behavior in District 102.

### **Fostering Inclusive D102 Communities**

Language that targets students or groups based on actual or perceived race, color, national origin, gender, gender-related identity or expression, ancestry, religion, physical or mental disability, or other protected area is considered unlawful harassment and undermines the inclusive learning community that we embrace in D102. We explicitly challenge all speech denigrating “groups of people” and press openly for kindness, learning and respect. In responding to harassment incidents, D102 combines formal consequences with restorative dialogues that get students considering the consequences and causes of their speech. Students who engage in harassment using “hate speech” will be subject to consequences as indicated in the D102 parent/student handbook and in accordance with D102 [Board Policy 7:20](#).

### **Bullying**

All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this section is to provide information concerning the School District’s anti-bullying program and to encourage you to help us identify students who are being bullied.

Bullying includes cyberbullying, pervasive physical or verbal acts or conduct, including communications made in writing or electronically against another student(s). Bullying is not acceptable in any form

and will not be tolerated at school or any school-related activity. The School District will protect students who report incidents of bullying, intimidation, or harassment from retaliation and will carry out a thorough investigation which may lead to taking disciplinary action against any student who participates in bullying.

Disciplinary action may result from conduct occurring beyond the school day and/or school grounds causing substantial disruption to the educational process or orderly operation of a school. Illinois schools are required to notify parents and students that schools are now permitted to request or require a student to provide social networking passwords and account information to access the student’s account or profile if the school has reasonable cause to believe that the account contains evidence that the student has violated a school disciplinary rule or policy, such as cyber-bullying.

The School Board policy on bullying begins with this goal statement:

*Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.*

Bullying is defined in School Board Policy 7:180 as follows:

*Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:*

1. Placing the student in reasonable fear of harm to the student’s person or property
2. Causing a substantially detrimental effect on the student’s physical or mental health
3. Substantially interfering with the student’s academic performance
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The Board's entire Policy 7:180, *Preventing Bullying, Intimidation, and Harassment*, may be found on the District's website. Individuals may report anonymously incidents of bullying to <http://www.d102.org/tip>.

District 102 has a comprehensive Bullying Prevention Response Process. This process is consistent with the 12 required policy components in 105 ILCS 5/27-23.7(b) 1-12.

### **Additional Resources**

<https://www.stopbullying.gov/>

<https://pacerkidsagainstbullying.org/-/home>

<https://www.niot.org/>

<https://www.edutopia.org/blog/film-festival-bullying-prevention>

<https://www.edutopia.org/blog/bullying-prevention-tips-teachers-parents-anne-obrien>

### **Classroom Behavior**

Students are expected to use courteous behavior toward other students and all school staff. If a student neglects this courtesy, he/she is subject to disciplinary action.

### **Playground Behavior**

Students are expected to demonstrate positive, cooperative, respectful, and safe playground behavior toward supervisors and other students on the playground. Due to safety reasons the following equipment is not allowed:

- Wooden or aluminum baseball bats
- Solid or hard balls of any sort
- Skateboards, roller blades, roller skates
- Other types of equipment or games that, in the supervisor's judgment, could cause a potential injury

- Electronic games
- Trading cards
- Stuffed animals

### **Lunchroom Behavior Expectations**

- Follow the directions of the lunchroom supervisors at all times
- Keep the area neat (clean up after yourself)
- Use good manners while eating (including not throwing food)
- Maintain safe bodies while eating

### **Cheating/Plagiarism**

D102 values unique and individual student learning and voice. Should a student be found to have submitted and/or claiming credit for work that is not their own or they had a role in co-constructing, the consequences will be commensurate with the severity of the offense and the student's grade level. Teachers will notify a parent/guardian of the occurrence.

### **Falsely Activating an Alarm**

A student who intentionally activates a **fire alarm or defibrillator case** without cause will be subject to a fine, and possible further disciplinary action.

### **Tardy to Class**

Students should be in the classroom and ready to work at the time class is scheduled to begin. Appropriate action will be taken for repeated violations.

### **Displays of Affection**

Only appropriate public displays of physical affection are allowed.

### **Gum**

At the elementary buildings, students may not chew gum at school including lunch, recess, and when riding the bus unless requested to do so for an approved activity. At AJHS, students may chew gum except when riding the bus.

## **Standards for Student Dress**

### Guidelines for Dress Code:

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students should wear clothes that are comfortable, conducive to the student's learning, and make them proud to come to school.

### All Students MAY wear:

- Hoodie sweatshirts; wearing the hood overhead is not allowed
- Masks/face coverings for personal or public health purposes
- Religious attire/headwear and clothing that expresses their self-identified gender without fear of discipline or discrimination, including when wearing athletic uniforms

### Students in Early Childhood-3rd Grade:

- Students may celebrate spirit days with special attire (hats, pajamas, etc.)

### Students in grades 4-8 MAY wear:

- Hats (in appropriate settings, not disruptive to the learning environment, ears and eyes need to be visible)

### SECTION 3. Students MAY NOT wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Uncovered undergarments
- Clothing that does not cover private body parts

- Accessories that could be dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance or health/safety)

### Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students in violation will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school
- Students will be provided with temporary school clothing, if available
- If necessary, students' parents or guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

These dress code guidelines shall apply to regular school days and summer school days. School administrators may adjust, amend, or add guidelines for student activities and athletic events as appropriate for the setting.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Assistant Principal's Office.

### **Discipline Philosophy**

Our district takes a preventive, positive approach to discipline, focusing on safety, responsibility, and mutual respect. We respond to misbehavior with interventions and consequences aimed at teaching alternative expected positive behaviors, understanding and addressing the root causes of the behavior, resolving conflicts, meeting students' needs and keeping students in school. We take deliberate steps to create a positive school climate in which every student can learn, fully engage in a rigorous curriculum, and feel safe, nurtured, and welcome. In our district or school, we utilize school discipline as an opportunity for teaching, repairing relationships and fostering growth among the whole

school community. (Adapted from Evanston-Skokie District 65)

## **Consequences**

It may be necessary to give consequences to students whose conduct affects the well-being of other students, district employees, or any other person given student supervisory responsibilities. In accordance with due process and statutory requirements, the students may be suspended or expelled from school, the school bus, or from school-sponsored activities for acts of misconduct, dependent on the frequency and severity of the act as well as unique student circumstances.

### Restorative Conversations

Students who are not following behavioral expectations will engage in restorative conversations with teachers and/or administrators. Depending on the severity and frequency, teachers or school administration may call the parents/guardians of the student to explain the situation and the procedure that will follow if similar behavior continues. The school administration may offer the opportunity for the student to meet with the school social worker and/or possible in-school learning opportunity. The goal is to help all students understand and demonstrate expected behaviors.

### Loss of Privilege

The school administration will contact the parents/guardians and notify them of the loss of privilege such as, but not limited to the following: field trips, school dances, athletics, clubs, etc.

### Behavior Contract

The student, the school administration, the parent/guardian, and staff team may develop a behavior contract with input from the teacher involved. If the behavior continues, further steps/consequences may be given at the discretion of the school administration. Possible options include:

- Exclusion from participation in school activities and/or field trips due to excessive lack of respect for school rules

- In School Suspension (I.S.S.) -Parents/guardians shall be notified in the event of an in-school suspension. Regular assignments will be required. Students must report to the office with all books and supplies necessary to complete all assignments.
- Out of School Suspension (O.S.S.) - A student who has been issued an O.S.S. may make up classroom assignments and receive full credit.

### Removal from Classroom

The severity of the consequences for the following will be determined at the discretion of the school administration and may include out of school suspension, expulsion pending Board of Education approval, and criminal prosecution:

- Use of physical aggression or threatening someone, including fighting, bullying, intimidation, etc.
- Vandalism
- Consumption, sale, possession, or distribution of any tobacco products including lighters, e-cigarettes, vaporizers, alcoholic beverages, illegal or controlled substances or paraphernalia, and look-alike drugs
- Possession of any real or imitation weapons
- Gang related activities
- Sexual harassment
- Racial, ethnic, religious, gender or sexual orientation slurs

## **No Corporal Punishment**

Board policy prohibits the use of corporal punishment; however, trained staff are permitted to employ momentary periods of physical restriction by direct person-to-person contact accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to themselves, or another, or damage to property; or remove a disruptive student who is unwilling to leave the area voluntarily. Administration will be immediately notified even if momentary physical restriction is utilized.

# Technology & Technology Devices

## **Electronic Devices**

There are several types of electronic devices that are used as study aides. These include, but are not limited to, calculators, computerized spell checkers, calendars/organizers, audio or video recording devices, eReaders, iPads, iPods, laptop computers, and tablets. Students must use these tools in an appropriate manner so as not to disrupt the learning environment.

Unless being used as a study aide as described above, personally owned electronic devices are not allowed in school or on school grounds. These also include, but are not limited to, handheld electronic games, MP3 players, global positioning systems (GPS), radios, etc.

## **Personal Technology Initiative**

All kindergarten through 8th grade students will be issued a district-owned iPad for learning purposes. All parents must agree to the “Authorization for Personal Use of District-Owned Device Procedures” as part of online registration each year. Students in grades 4 through 8 typically take their devices home each day, while devices assigned to students in grades K through 3 remain at school, unless the school determines otherwise. If a student will be traveling, please see the extended travel section of this handbook. District-owned technology is not allowed to be taken out of the country.

## **Cellular Devices**

The following definitions and procedures establish the rules applicable to students concerning the use of cellular devices (phone or watch) while on school property or during school-sponsored activities. Any reference to “parent” shall also be deemed to refer to “guardian” as appropriate.

School Hours - For use of cellular devices, school hours refer to the time between the first bell of the morning and the last bell of the afternoon.

Limitations of Student Access - It is permissible for students to possess cellular devices on school property and during school-sponsored events, with the following limitations:

1. They must be turned off during the regular school day, unless the supervising teacher grants permission for them to be used or if needed during an emergency.
2. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules or Illinois law (i.e. recording).
3. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched by law enforcement personnel upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate. Further, as for cellular devices that are capable of taking and/or transmitting digital photographic images, students are prohibited from using such devices in any restroom, locker room, or other location where students and/or staff have a reasonable expectation of privacy.

A student seeking an exception to having a cellular device powered off (or school/ airplane mode) during the school day must obtain written consent from the building principal, or the principal's designee, prior to acting outside of these procedures. Such an exception shall only be granted in the case of an emergency or medical necessity, unless the teachers/ staff may give special permission to allow the use of student cellular devices to enhance the educational experience.

Failure to Comply with Procedures - Students found to be in violation of these procedures concerning the use of cellular devices will be subject to the following:

1. The device may be confiscated by any staff member who determines these procedures have been violated, whether by observing a student using the device or by hearing the device go on during school hours. The student can retrieve the confiscated device at the end of the school day.
2. On the second occurrence, the student and his/her parents/guardians must retrieve the device from the office. The student must have fulfilled any disciplinary obligation and these procedures will be reviewed with both the student and his/her parents/guardians.
3. If another violation should occur, administration may determine that a particular student shall be prohibited from possessing any such device while in school.

### **Guidelines for Acceptable Use of District Computer System(s) by Students**

Students and their parents should carefully review this section of the handbook regarding acceptable use of District 102 computers and access to the Internet. **When a parent (or guardian) checks the agreement box during online registration they are also agreeing to district rules and regulations regarding permissible computer use.** Failure to follow district rules and regulations regarding permissible computer use will result in appropriate disciplinary action, which may include loss of computer access privileges.

Although the district's network and access to the Internet is for educational purposes only, it is almost impossible for the district to prevent access to all non-educational materials. The responsibility for appropriate use of district computers ultimately rests with the computer user.

The system shall include all computer hardware and software owned or operated by the district, the district electronic mail, the district website, and the district online services and bulletin board systems. "Use" of the system shall include use of or obtaining access to the system from any electronic device whether owned or operated by the district.

### Disclaimer

The district makes no warranties of any kind, whether express or implied, for the system. The district is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the system is at the user's own risk. The district is not responsible for the accuracy or quality of information obtained through the system. The district is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

### Privacy

Students have no expectation of privacy in their use of the system. The district has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the district's electronic mail system. The district has the right to and does monitor use of the system by students, including student access to the Internet, as part of system maintenance to determine whether the use is consistent with federal and state laws and district policies and guidelines.

### Privileges

Access to the system is provided as a privilege by the district and may be revoked at any time. Inappropriate use may result in discipline, including the loss of system use privileges. The system, including all information and documentation contained therein, is the property of the district, except as otherwise provided by law.

### Prohibited Use

Uses of the system listed below are prohibited and may result in discipline or other consequences (See Consequences for Violations.) Students will not use the System to:

1. Engage in activities which are not related to or allowed by district educational purposes or which are contrary to the instructions from supervising district employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials.

3. Access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulations or district policy or rules. This includes, but is not limited to: improper use of copyrighted material, improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, district employee, or user.
4. Transfer any software to or from the system without authorization.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Gain unauthorized access to or vandalize the data or files of another user.
9. Gain unauthorized access to or vandalize the System, or the computer system of any other individual or organization.
10. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
11. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
12. Download, copy, print, or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
13. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
14. Send mass electronic mail to multiple users without prior authorization by the appropriate district administrator.
15. Post materials on the District's website without the authorization of the appropriate district administrator.

16. Vandalize or attempt to vandalize the system. Vandalism is prohibited and will result in discipline as set forth in the district guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creation of computer viruses.

#### Security and User Reporting Duties

Security must be a priority for all users. Students are prohibited from sharing their login IDs or passwords with any other individual. Any attempt to login as another user will result in consequences as set forth in the district's guidelines. A user who becomes aware of any security risk or misuse of the system must immediately notify a teacher, administrator, or other staff member.

#### Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include:

1. Suspension or revocation of system privileges
2. Other discipline including suspension or expulsion from school
3. Referral to law enforcement authorities or other legal action in appropriate cases

Misuse of the system by a student may be considered gross misconduct and students may be disciplined pursuant to the Student Discipline Policy and rules. A student who believes that his/her system use privileges have been wrongfully limited may request a meeting with the principal to review the limitation. The decision of the principal shall be final.

## District and Personal Property

### **Damage to District Property**

Textbooks, calculators, laptops, iPads, and other materials issued to students should be treated with care. The student must pay for any damage beyond normal wear and tear. Deliberate damage to school property will result in disciplinary action.

### **Student Valuables**

Students are not allowed to bring skateboards, roller blades, roller skates, trading cards, large amounts of money, or other valuable items to school. The school cannot assume any responsibility for loss, damage or theft of personal property.

### **Lost and Found**

All items brought to school by a student should be labeled. All articles of clothing found will be kept in the lost and found area at each school. Personal items such as purses, watches, jewelry, glasses, etc. will be kept in the office. If not claimed in a reasonable amount of time, these items will be disposed of or donated to charity. Students and parents/guardians are encouraged to check the lost and found and building office for missing possessions.

### **Hallway Lockers**

Every student attending Meridian School or Aptakasic Jr High School, as well as some at Tripp Elementary School (no combination locks), is assigned a corridor locker with a built-in combination lock. Students will be responsible for keeping the combination to their locks confidential. The district assumes no responsibility for the safety of any personal property damaged, lost or stolen from lockers, but will take reasonable measures to keep this from occurring.

As a general practice, building staff members make routine locker inspections. The building administrators reserve the right to enter lockers:

- When reasonable cause exists to believe there is a harmful or prohibited item in such locker

- When there is cause to believe that missing school materials are present
- To assure that lockers are properly maintained in a safe, healthy, sanitary condition

Here are some reminders that will help students avoid many problems:

- Keep books and personal items in lockers when not using them
- Keep lockers locked at all times
- Clean out lockers regularly
- Spin combination locks after closing
- Report locker problems to the office immediately
- Do not share locker combinations with other students

Students can decorate lockers for birthdays if they follow these guidelines:

- School appropriate
- Does not damage lockers
- No balloons
- Cannot decorate before a specified time
- Decorations are taken down by the end of the school day

### **Gym Lockers: AJHS**

Students need to pay particular attention to LOCKING their gym locker. This area is available to the entire student population during the day. Many after school activities also require the use of the locker room facilities by both our students and those from other schools. It is vitally important to be sure your P. E. locker is locked and secure.

### **Search**

The principal, assistant principal and/or other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, wallets, purses, backpacks, and other personal property. The search may also include an inspection of school property including student lockers, desks, and other areas where items may be kept.

# Safe and Secure Schools

## Emergency Closing Information

The district utilizes an automated telephone notification system to send out a mass phone message to district families in the event of a school closing, change in routine, or an emergency. This phone call will also be followed by an email alert. Please be sure to inform your school office if your phone number or email address changes to ensure you receive these important alerts.

You may also listen to radio stations WGN 720 (AM) or WBBM 780 (AM) or the following TV Stations: CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN Channel 9, Fox 32, or CLTV Cable. You can access closing information online at [www.emergencyclosings.com](http://www.emergencyclosings.com) (to search for your facility by name and city or by phone number), or log onto the District 102 website ([www.d102.org](http://www.d102.org)) and use the link to the Emergency Closings website.

## Emergencies During the School Day

District 102 schools are notified immediately regarding severe weather conditions via the Civil Defense Warning System. In the event of the direct path of a tornado or a national emergency, all students will proceed to a designated safe location in the building. In the event there is severe weather at the end of a school day, children may be kept at school until the threatening weather has passed.

During a lockdown, a staff member locks the door from the inside and gathers the children in an area of the classroom that is not visible from any windows. The children remain quiet with the lights out until students and staff are informed that the danger has passed.

If the need arises for students to relocate during the school day due to an emergency, D102 will utilize a standard reunification method for pick up. Parents/guardians would receive emergency notifications with timely updates and pertinent information.

## Safety Drills

Students and staff participate in law enforcement, fire, tornado, earthquake, and bus safety drills. Drills are conducted in partnership with the Buffalo Grove Fire and Police Departments. Drills of this nature are required by law and practiced routinely to ensure students understand the procedure and will be prepared to respond quickly and calmly in case of an authentic emergency. D102 conducts regular safety meetings to review procedures and has an annual safety meeting with the Buffalo Grove Fire and Police Departments.

## Bullying

Bullying is a violation of a person's right to feel physically or emotionally safe. Incidents of physical assault, verbal abuse, or electronic means of threats, extortion, or violence are not acceptable at school or at school-sponsored activities and will not be tolerated. If you are concerned that your child is being bullied, please contact your building administrator or school social worker. [Please refer to the Behavior and Discipline section above (page 22) for more information on the district's guidelines regarding bullying or Board Policy 7:180.]

Social Conflict	Bullying
Social conflict is a disagreement or argument in which both sides express their views	Bullying is negative behavior directed by someone exerting power and control over another person.
Happens once, or occasionally. May be accidental and not serious in nature.	Pervasive, purposeful and happens repeatedly, or presents a serious threat (physically or emotionally)
Equal power between those involved	Person bullying has more power
Individual is remorseful, generally stops and changes behavior when they realize it is hurting someone.	No remorse, blames victim Continues behavior when they realize it is hurting someone.

Resource: Pacer's National Bullying Prevention Center

## **Threats to Others**

Threats of violence of any kind by a student or other person are taken seriously, and will result in consequences for the person making such a threat. Consequences include suspension and/or expulsion from school and/or school activities. Students who make such threats will not be allowed to return to school without a parent/guardian, student, and administrator conference.

## **Gangs and Gang-Related Activities**

Gangs and gang-related activities are prohibited on school property and at school-affiliated activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal activities prohibited by law and by the district's rules and regulations. A determination that such behavior has occurred will result in disciplinary action up to and including suspension or expulsion from school and/or school activities.

No student:

1. shall communicate either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) in membership or affiliation with a gang
2. shall commit any act, which furthers gang activity, such as:
  - soliciting others for membership in any gangs
  - requesting any person to pay protection or otherwise intimidating or threatening any person
  - inciting other students to act with physical violence upon any other person
  - committing any other illegal act or other violation of school district policies.

## **Harassment**

Verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, or age will not be tolerated. A determination that such behavior has occurred will result in disciplinary action up to and including suspension or expulsion from school activities and/or school.

## **Sex Equity**

No student shall, based on sex, sexual orientation, gender identity, or gender expression be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity. Any student may file a sex equity complaint by using Board Policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **Sexual Harassment**

Sexual harassment of any kind is not tolerated. Such conduct will result in immediate consequences up to and including suspension and/or expulsion from school or school activities.

## **Teen Dating Violence**

Teen dating violence is unacceptable and prohibited as stated in Board Policy 7:185. The AJHS health curriculum incorporates age-appropriate education about teen dating violence.

## **Sex Offenders**

The Sex Offender Registration Act requires principals to notify parents that sex offender information is available to the public. Under existing

law, the state police must identify offenders as part of a statewide sex offender database. Any parent who wishes to access the database should go to [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and click on the tab “I agree” to search for offenders in your zip code area.

The Criminal Code contains other protections designed to minimize the possibility that child sex offenders can endanger students. Specifically, it is unlawful in Illinois for a child sex offender to knowingly be present in any school building, on any school campus, or on any school-operated vehicle when young people under age 18 are present. In the rare situation of a child sex offender who is the parent of a student attending school, the statute generally restricts such parents to school visits approved in advance and conducted under the direct supervision of school staff.

The Criminal Code also makes it unlawful for a child sex offender to reside within 500 feet of a school building or the campus of any school attended by students under 18 years of age. However, this recently added prohibition does not apply to an offender if he or she owns the residential property in question, and purchased it before January 1, 2000.

Illinois has a wealth of resources that parents/guardians, students, and school personnel can turn to for help with sexual abuse. Access resources at the below link.

[Faith's Law Resource](#)

## **Visitors**

All visitors MUST enter the front door and report to the building office where they will need to present a government issued photo ID (passport or driver's license) to receive a visitor's badge and yellow lanyard. This badge must be displayed at all times while in the building and school grounds. Staff has been instructed to stop all visitors without badges and to ask them to return to the building office.

While parents are always welcome at our schools, unannounced visits disrupt the routine and deprive students of precious learning time. Visitors must return their badge and lanyard to the office and check out before leaving the building.

## Health and Wellness Services

### Wellness Components

District 102 is focused on integrating components of coordinated school health as identified and explained below.

1. Health Education: The Joint Committee on National Health Education Standards recommends health education in every grade. District 102 has made that commitment. More information about the Health curriculum will be communicated by your child's health teacher.
2. Physical Education: Research has documented the link between physical education and school performance. High quality physical education programs increase physical competence, fitness, and responsibility, encouraging students to value lifelong physical activity (National Association for Sport and Physical Education, 2005).
3. School Health Services: Health services can include first aid, emergency response plans for individual students with life-threatening allergies, and diagnostic assessments or screenings. Each of the district's four schools has a nurse who works in partnership with the Illinois Department of Public Health and local community health agencies and professionals.
4. Counseling, Psychological and Social Services: Schools need to provide additional support to students at risk of academic failure as a result of emotional challenges brought about by situations in or out of school. School services can include peer support and counseling, mental health counseling, workshops, and positive alternative programs in collaboration with community-based programs and services. All of our schools employ full-time social workers and psychologists.
5. Nutrition: Many students take advantage of meals offered at school. Our food service manager sits on the Wellness Committee and is

committed to a healthy, well-balanced lunch program.

6. A Healthy School Environment: To learn effectively, teachers and students need a healthy school environment, one that is clean, well lit, comfortable, physically safe, with minimal noise or other distractions. Equally important, the psycho-social environment should support diversity and promote personal growth, wellness, and healthy relationships. District 102 is committed to consistently enforcing policies and procedures related to student health, safety, and conduct. These policies typically address such issues as the use of tobacco, alcohol, and other drugs; name-calling; sexual harassment; violent behaviors; and emergency preparedness.
7. Family and Community Involvement: To address students' needs, schools need to increase their capacity by encouraging family and community involvement. District 102 is committed to coordinating and integrating activities and initiatives both inside and outside the school. This partnership is two-way and includes PTO, advisory groups, and family and community outreach programs. Parents and community members are invited to join the Wellness Committee. Please contact Learning and Growth at 847/353-5665 for more information.

### Illness

Parents should keep their child home when these symptoms are present:

- Fever of 100 degrees or higher taken in the morning before school
- Nausea or vomiting
- Skin rash or sores
- Reddened, swollen, or watery eyes or discharge
- Red or swollen joints
- Diarrhea
- Excessive coughing or sneezing
- Sore throat
- Headache, earache

Parents/guardians should keep their child home for 24 hours after an elevated temperature has returned to normal. (This is without administering Tylenol or Motrin.) Parents are asked to keep their child home for 24 hours after vomiting as well. If any of these symptoms persist, parents should take their child to a licensed medical professional.

Parents/guardians can help curtail the spread of illness by daily monitoring of their own children. Because of the contagious nature of many illnesses, parents should consider their child's physical complaints before he/she leaves for school.

If a child displays symptoms of illness during the school day, parents/guardians will be contacted and expected to arrange for their child to be picked up in a timely manner. Sick children cannot remain in school. Parents should be sure their child's school has the most recent emergency contact.

Parents/guardians are asked to report any communicable disease to the school nurse. Likewise, the school nurse will notify parents, as recommended by the Lake County Health Department guidelines, of any reported communicable disease in a child's classroom.

## [COVID-19 Information](#)

### **Medication Policy**

Students are prohibited from bringing to school or self-administering any medication, whether prescription or non-prescription, (hereafter "medication") except in strict accordance with school regulations. No district employee may have in his/her possession any student's medication except in accordance with school regulations. Nor may any district employee administer to a student any medication except in accordance with school regulations. Parents should not give their child any medicines (including nose drops, aspirin, etc.) to keep and take at school. Cough drops may be sent for students in Grades 4-8. Elementary students (EC & Grades K-3) students may not have cough drops at school. This is for the safety of all students.

A student who needs to receive medication of any kind during school hours must, prior to bringing any such medication to school, provide the school nurse with a completed medication form signed by the student's parent or guardian, and the student's physician. The form must clearly state the following:

- Name of medication
- Dosage
- Times at which medication must be taken

This permission must be renewed at the start of every school year and with each new prescription.

The school nurse or building administration shall keep all student medication in a secure place. All medication must be clearly marked with the student's name, doctor's name, contents, and dosage. Medication will be administered by the school nurse whenever possible.

In the event the school nurse cannot administer the medication, teachers or other certified school personnel, as designated by the principal, will administer the medication. If the school nurse or other certified personnel are not available, non-certified school personnel may administer the medication with the prior approval of the principal.

The school nurse or building principal shall be responsible for keeping a record of all medications dispensed to students including the dosage, the time the medication was dispensed, and who administered the medication. Students may keep their inhalers in their possession as long as written parent permission is on file and the inhaler is supplied in the prescription box. If there is no prescription box, the doctor must sign a written release.

School District 102 reserves the right to reject any request for the administration of medicine in the school.

### **Allergy Guidelines**

Parents should notify the school nurse and their child's homeroom teacher in writing if their child has any food allergies or special dietary needs. All life-threatening food allergies coming forward to the school's attention will initiate an Emergency

Action Plan (EAP) personalized for each child. All Individual Health Care Plans (IHCP) or 504 Plans will include an EAP for students with life-threatening allergies.

The increase in the number of students with severe or life threatening food allergies has prompted the district to adopt new guidelines for bringing treats into the classroom. Please read the Birthday Treats/Classroom Treats section of this handbook for more details.

### **Hearing & Vision Screening**

The school nurse will conduct a hearing screening for:

- Early Childhood, Kindergarten, and students in Grades 1, 2, and 3 as mandated by state law
- All new students
- All special education students
- All teacher referrals

Additionally, the school nurse will conduct a vision screening for:

- Early Childhood, Kindergarten, and students in Grades 1, 2, 5 and 8 (All of these are mandated by state law except 5th grade.)
- All new students
- All special education students
- All teacher referrals

### **Use of Stock Epinephrine in School**

The Access to Epinephrine in Schools Act (PA 97-0361) allows Illinois schools to voluntarily maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. The school nurse or personnel appropriately trained in the administration of emergency epinephrine may administer epinephrine to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an EAP in place.

Parents have the right to opt out of the administration of epinephrine in an emergency to their child. The school shall accept a written request from a parent or guardian stating that his or

her student shall not be administered epinephrine under any circumstances.

Each school in District 102 has stock epinephrine in the health office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If a child has a known allergy that may require epinephrine, it is the parent's/guardian's responsibility to provide that medication to the school.

### Exemption from Liability

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of epinephrine provided the school nurse or trained personnel acted in good faith when administering the epinephrine to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

### **Crisis Response**

If a family crisis is affecting a child's ability to learn, parents should inform their child's teacher or school administrator. If necessary, the administrator will, in strictest confidence, confer with staff members who directly interact with the child and will pursue, with parental permission, necessary support services for the child and family.

Students who present with concern of harm to themselves, threat of harm to others, or are being harmed by someone else, demonstrate a safety risk. These students should be immediately brought to the attention of the building administrators, social worker, and/or psychologist. At that point, the proper course of action, per the district approved Crisis Intervention Plan, will be followed. Each building within District 102 is equipped with a Crisis

Intervention Plan and a team of personnel trained to take necessary action.

Any information obtained about the student is confidential and may be shared with the building administrators, and select staff members as appropriate.

### **National Suicide Prevention Contact Information**

Anyone in distress – or anyone trying to help someone who is – can now call a simple three-digit number, **988**, to speak with a trained counselor. Studies have shown that even a brief 10- to 15-minute conversation can result in a caller feeling less suicidal, less depressed, and less overwhelmed. The National Suicide Prevention Lifeline's existing 1-800-273-8255 number still works, but the service has received an update and will now be able to address more mental health concerns, as well as suicide crises.

Students seeking emotional support can also text HOME to 741741, the Crisis Text Line, to reach a trained volunteer counselor.

Safe2Help Illinois also has 24/7 help available via a hotline (844-4-SAFEIL), a text line (72332), and email (HELP@Safe2HelpIL.com) -- plus a [website](#) full of resources for young people seeking help for themselves or a friend. Safe2Help Illinois provides a confidential way for students to share safety concerns. Its [Ways To Get Help](#) page is a directory of specialized hotlines, and other sections of its website provide practical steps for dealing with depression [or helping a distraught friend](#). The checklist called [20 Questions To Ask Yourself If You Feel Like Giving Up](#) can help a teenager overcome a bout of anxiety or depression.

Information shared on student ID cards to comply with the new law:

- Dial 988 to reach the Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com

## Lunch Program

### **Lunch Procedures**

All students are expected to remain in school and have lunch in the cafeteria. Students may bring a sack lunch from home or purchase a hot lunch. Menus for hot lunches are published monthly. Parents should make sure their student has a sack lunch or money in their lunch account each day. Hot lunches are \$4.25 each and milk or water is included. The Jr High offers a la carte items as well.

The district has an automated lunch program. Parents/guardians can deposit money (cash or check) to the building secretary or cafeteria manager who will see the money is deposited in the student's account. Parents/guardians may add money to their online account using a credit card. Deposits made to a student account take approximately two (2) days to post. Checks should be made payable to Quest Food Management Services.

Parents who create an online lunch account can view account information and purchases using MySchoolBucks, the district's online lunch payment system.

1. Go to the District website at [www.d102.org](http://www.d102.org)
2. Under Parents, Click [Online Payments](#)
3. Click on the link [Go to MySchoolBucks](#). From this site, parents will be able to create an account. Parents will need the child's name, student ID number (which can be obtained by contacting Technology at 847/353-5690) and an email address.

All students must have funds in their account to purchase lunch at school. We reserve the right to refuse service to students until a negative balance is paid in entirety. You may check past transactions and account balances through your *My School Bucks* account. Parents may view their account online and can set up email notification to alert them when the account balance dips below \$10. This online account also allows parents to see what each child has purchased and how much money remains in the account. If you have any questions or concerns regarding charges made to your student's account, please contact the Food Services Director at 847-353-5512.

To learn more about food service at D102 please visit <http://www.d102.org/business/foodservice/>.

Pritchett and Tripp students will be given a lunch ticket, as applicable, that they can swipe to gain access to their lunch account. This will identify the student to the system and call up his/her account on the cashier's screen.

Pritchett and Tripp students must:

- Sign up for lunch in the classroom
- Call home before 9:30 a.m. if lunch is forgotten. After that time a student without a lunch or money will be given a temporary lunch ticket
- Bring their lunch ticket with them to lunch
- Leave the lunchroom only with the permission of the supervisor(s)
- Not exchange or give away food items to other students
- Not bring glass containers
- Remain quiet during announcements
- Remain seated after eating and wait quietly until their areas are cleaned up and permission for dismissal is granted
- Leave the lunchroom in an orderly fashion.

Meridian and Aptakisic Jr High School students are REQUIRED to use their school provided identification card in order to purchase lunch. ID cards will be debited at the time of purchase. Students will be given a temporary lunch card if they do not have their lunch identification card. Replacement cards are available at any time during the school day for a \$5.00 replacement fee. Students are encouraged to have a backup plan if they need to purchase a lunch and they do not have their identification card.

### **Free or Reduced Lunch**

Families must qualify for free or reduced lunch annually according to federal guidelines. Free or reduced applications are distributed in August to all students.

An application can also be obtained by contacting the Business Office at 847/353-5680.

# Transportation

## **Bus Transportation**

In accordance with the Illinois School Code (105 ILCS 5/29), District 102 provides free transportation for students residing at a distance of one and one-half miles or more from their assigned school or residing in an approved serious safety hazard area. Based on these guidelines, some schools have only limited areas where service is available. Students in grades K-3, who are not entitled to free bus service, may pay to ride the bus *if there is an existing bus route with space available* to accommodate them.

In addition, District 102 has afternoon activity bus routes that provide transportation for students who typically take the bus and are participating in after-school activities. These routes are different from the regular a.m. and p.m. routes and have limited stops.

- The MS activity buses run at 3:45 p.m. Monday-Friday based on ASP programming.
- The AJHS activity buses run at 4:00 p.m. and 5:00 p.m. Monday-Thursday and on Friday at 4:00 p.m. These times are subject to change.

At the elementary buildings, written notification must be given to the child's teacher if you are picking your child up from school and he/she will not be riding the bus. Otherwise, your child will be put on his/her bus.

Students must ride assigned buses. A student must board and leave the bus only at his/her designated stop. A parent must be present at the bus stop for Grades K-1.

Students wishing to play with friends after school must make arrangements after they have reported home. Bus notes will not be accepted for students to go home with other students unless in special circumstances and pre-approved by an administrator. In the case of special circumstances, if a student needs to ride home with another student, each student must bring a note from his or

her parent/guardian. The children will need to bring the notes to the office to be signed.

If a student misses the bus, he/she must report to the office. Bus riders will not be permitted to walk home.

## **Kindergarten Buses**

Kindergarteners who take the bus to school will do so with older children on a regular bus. Kindergarteners are assigned to the first two rows of the bus when riding with older children. Parents are required to meet Kindergarten and first grade students at the bus stop.

For students in the a.m. kindergarten program: Students may walk to school with their older peers and siblings but for safety reasons must be bused home during the noon hour.

## **Bus Conduct Guidelines**

For child safety and protection on the bus, all students must follow these guidelines:

- Please be on time at the designated school bus stop
- Wait until the bus comes to a complete stop before attempting to board. Misconduct can cause the driver to be distracted and jeopardize the safety of the students on the bus
- Students will only ride on their assigned bus
- Students will be courteous to fellow students and to the bus driver
- Students will remain seated while the bus is in motion
- Students will keep their hands and feet to themselves
- Students will speak in a conversational tone of voice - shouting or the use of profanity is not tolerated
- Windows may only be lowered to the black line
- All personal belongings will be kept within the bus

- Students will keep hands, feet, and all other body parts inside the bus
- Eating/drinking (and this includes water bottles) or gum chewing is not allowed on the bus
- Students will take all personal possessions with them when leaving the bus
- Vandalism to a bus will result in immediate suspension of bus privileges
- Continual misconduct, with intervention support, may result in the loss of bus privileges

If a student is in serious or repeated violation(s) of any of the bus guidelines, the student will be suspended from bus privileges. In such a case, it will be the responsibility of the parent/guardian to transport the student to and from school. Video cameras may be used on buses to monitor student behavior. The school reserves the right to change a student's bus assignment or assign seats at any time.

### **Late Buses**

If your child rides the bus and has not arrived home within a reasonable time and the school office is closed, please call First Student Bus Company at 847/634-0868. The dispatcher will use a two-way radio and call the bus while you are on the line.

### **Bicycle Riders**

Students in 1st through 8th grade may ride bicycles to school if their parents feel they possess sufficient biking skills and judgment. Bikers must dismount once they reach the school grounds and walk their bicycles to a bicycle rack. Bicycles should be locked to the bike rack upon arrival at school. District 102 cannot assume any responsibility for lost or stolen property. The following rules of the road should be followed:

- Students are strongly encouraged to wear a bicycle helmet
- Ride with traffic on the right side of the street. Younger students are encouraged to ride on the sidewalk
- Stay away from parked vehicles
- Ride single file, and stay close to the curb
- Dismount bikes to cross busy streets or while on school premises
- Cross streets only at intersections

- Failure to comply with the above rules may result in a loss of bicycle privileges

### **Walkers**

Students who walk or ride their bikes to school must abide by the following rules:

- Observe all school expectations and rules
- Use sidewalks
- Respect private property
- Immediately report to the office if they have been harassed
- Cross streets only at intersections
- Cross with care

### Pritchett Elementary School Crossing Guard Location

- Horatio Boulevard directly in front of Pritchett School

### Tripp Elementary School Crossing Guard Locations

- Highland Grove Drive & Fabish Drive
- Highland Grove Drive & Bike Path
- Highland Grove Drive & Newtown Drive

### **Skateboards, Roller Blades, Roller Skates**

For safety reasons, students are not allowed to use/ride skateboards (allowed at AJHS), rollerblades, and/or roller skates to travel to or from school.

### **D102 Pickup and Drop off Maps**

- Please note the drop off and pick up maps linked below:
  - EC - [Click here](#)
  - Pritchett - [Click here](#)
  - Tripp - [Click here](#)
  - Meridian - [Click here](#)
  - AJHS - [Click here](#)